

Virginia Licensure Renewal Manual

July 1998

*Division of Teacher Education & Licensure
Virginia Department of Education
P. O. Box 2120
Richmond, Virginia 23218-2120*

VIRGINIA LICENSURE RENEWAL OPTIONS (side 1)

<i>Option</i>	<i>Maximum # of Points</i>	<i>Point Value Assignment</i>	<i>Verification</i>
1. College Credit	180	1 semester hour = 30 points 1 quarter hour = 20 points	<ul style="list-style-type: none"> • Official transcript or official "student copy" of transcript
2. Professional Conference	45	Participation - 5 points per day Presentation - 15 points per topic presentation	<ul style="list-style-type: none"> • Conference program • Letters of invitation, acceptance, and thank you • Employing educational agency approved leave request • Conference participants list • Certificate of attendance/completion
3. Peer Observation	45	5 points per observation session	<ul style="list-style-type: none"> • Principal's/employing agency's participant list or observation schedule • Peer observation assignment list • Journal of observations
4. Educational Travel	45	15 points per 3 consecutive days	<ul style="list-style-type: none"> • Official leave statement • Notification of fellowship award • Written summary/journal of travel activities • Exhibit(s) or product(s) of travel experience
5. Curriculum Development	90	1 point per clock hour	<ul style="list-style-type: none"> • Employing educational agency's participant list • Curriculum guide • Committee assignment list
6. Publication of Article	90	45 points per narrative, article, or report	<ul style="list-style-type: none"> • Copy of the published article • Copy of the final grant report • Publisher's letter of publication date
7. Publication of Book	90	90 points per book	<ul style="list-style-type: none"> • Copy of the published book • Copyright for the completed work in the field of theatre, fine arts, or music • Copyright for instructional program
8. Mentorship/Supervision	90	1 point per clock hour	<ul style="list-style-type: none"> • Participant list from college/university • Employing educational agency assignment list
9. Educational Project	90	1 point per clock/contact hour	<ul style="list-style-type: none"> • Acceptance for exchange program from college/university, or business • Written summary/journal of project activities
10. Professional Development Activity	180	1 point per clock/contact hour	<ul style="list-style-type: none"> • Participants list from employing educational agency • Certificate of completion/attendance

VIRGINIA LICENSURE RENEWAL OPTIONS (side 2)

<i>Criteria</i>	<i>Option</i>
<ol style="list-style-type: none"> 1) Must be course work (3 semester hours) taken in the content area of the endorsement on the license and/or teaching assignment if the license holder does not have a master's degree. 2) Must be earned at an accredited four-year college/university, two-year college; or must be earned at a vocational education workshop. 3) Must be taken for credit. 4) Must result in a passing grade or "pass" for courses taken on a "pass" or "fail" basis. 5) An official transcript must be submitted to the chief executive officer or designee of the employing educational agency. 	1. College Credit
<ol style="list-style-type: none"> 1) Must be 4 or more hours in length. 2) Must include only time spent in those portions of the conference program that contribute to the participant's professional knowledge, competence, performance, or effectiveness in education. 3) Must have prior approval from the chief executive officer or designee. 4) May be local, regional, state, national, or international in scope. 	2. Professional Conference
<ol style="list-style-type: none"> 1) Must include a pre-observation discussion, the actual observation period, and a follow-up discussion. 2) Must include a minimum of 35 minutes per observation period. 3) Must have prior approval from the chief executive officer or designee. 	3. Peer Observation
<ol style="list-style-type: none"> 1) Must be related to one's assigned responsibilities. 2) Must have prior approval from the chief executive officer or designee. 3) Must be a minimum of 5 consecutive days. 4) Must include a written plan to demonstrate how the products, knowledge, or skills derived from the experience will be implemented in the curriculum or job assignments. 5) Must include a written summary, exhibits, and products of the travel experience. 	4. Educational Travel
<ol style="list-style-type: none"> 1) Must be a minimum of 5 hours per activity. The 5 hours do not have to be consecutive. 2) Must have prior approval from the chief executive officer or designee. 3) Must be coordinated by the employing educational agency or other state, national, or international educational agency or organization. 	5. Curriculum Development
<ol style="list-style-type: none"> 1) Must be published in a professional journal or a publication sanctioned by the employing educational agency. 2) If a grant, it must be approved by the employing educational agency. 3) Must contribute to the effective practice of the education profession and/or to the body of knowledge of the endorsement area(s). 	6. Publication of Article
<ol style="list-style-type: none"> 1) Must be published for purchase. 2) Must contribute to the education profession and/or to the body of knowledge of the endorsement area(s). 3) In the case of revision, should represent a substantive change of the original text. 	7. Publication of Book
<ol style="list-style-type: none"> 1) Must assist an undergraduate student aide, undergraduate or graduate intern, pre-service student teacher/ beginning teacher, or beginning administrator. 2) Must have prior approval from the chief executive officer or designee. 3) Must be in conjunction with an approved teacher/principal preparation program, undergraduate/graduate degree program, or a clinical faculty/mentor program sponsored by the employing educational agency. 	8. Mentorship/Supervision
<ol style="list-style-type: none"> 1) Must be a minimum of 5 hours per activity. The 5 hours do not have to be consecutive. 2) Must have prior approval from the chief executive officer or designee. 3) Must result in a written report or other tangible product. 	9. Educational Project
<ol style="list-style-type: none"> 1) Must be minimum of 5 hours per activity. The 5 hours do not have to be consecutive. 2) Must have prior approval from the chief executive officer or designee. 	10. Professional Development Activity

Foreword

The Virginia individualized renewal system was implemented statewide in 1990. The renewal process ensures that school personnel continually update their professional knowledge and skills. The division superintendent license, postgraduate professional license, collegiate professional license, pupil personnel services license, or technical professional license may be renewed upon the completion of 180 professional development points within a five-year validity period based on an individualized professional development plan. Professional development points can be accrued by the completion of activities through one or more of the following ten options: college credit, professional conference, peer observation, educational travel, curriculum development, publication of article, publication of book, mentorship/supervision, educational project, and professional development activity.

A minimum of 90 points (three semester hours in a content area) in the license holder's endorsement area or areas is required of license holders without a master's degree and may be satisfied at the undergraduate (including community college course work) or graduate level. Special education course work designed to assist classroom teachers and other school personnel in working with students with disabilities, a course in gifted education, a course in educational technology, or a course in English as a second language may be completed to satisfy the content course requirement for one cycle of the renewal process.

Professional development activities designed to support the Virginia Standards of Learning, Standards of Accreditation, and the Student Assessment Program may be accepted in lieu of the content course for one renewal cycle. This exception is approved by the division superintendent. The substance of the activities must clearly support these initiatives and address one or more of the following areas: (i) new content knowledge to implement the Virginia Standards of Learning; (ii) curriculum development initiative designed to translate the standards to classroom objectives; (iii) teaching beginning reading skills including phonemic awareness and the structure of language (phonics); (iv) staff development activities in assessment to assist classroom teachers in the utilization of test results to improve classroom instruction; and (v) professional development designed to implement the technology standards in the schools.

License holders are responsible for satisfying license renewal requirements. The *Virginia Renewal Manual* provides guidance to assist license holders in the implementation of the renewal requirements. Superintendents of school divisions and headmasters of accredited nonpublic schools in Virginia provide approval of renewal activities. Questions or requests for additional information concerning renewal of professional licenses may be directed to the Division of Teacher Education and Licensure, P. O. Box 2120, Richmond, VA 23218, (804) 225-2022 or (804) 371-2522.

Virginia Department of Education

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Department of Education Staff

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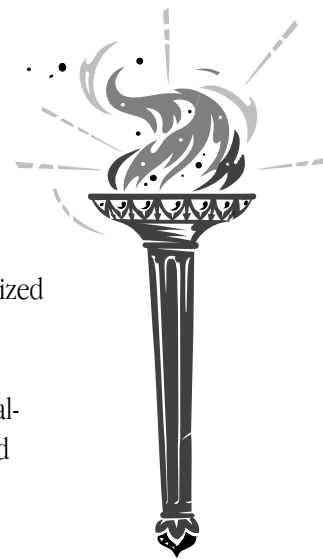
Introduction

The licensure of school personnel within the Commonwealth is a constitutionally authorized responsibility of the Board of Education. The report, *Excellence in Education: A Plan for Virginia's Future*, (1986), issued by the Governor's Commission on Excellence in Education, recommended the development of revised renewal standards that would require an individualized renewal plan based on a point system. In 1990, the renewal point system was established and approved by the Board of Education at the recommendation of the Advisory Board on Teacher Education and Licensure (ABTEL).

The need for alternative routes for the renewal of experienced educators precipitated the development of the individualized renewal plan based on a point system. The basic requirement for renewal of a license states that each holder of a renewable license in Virginia shall accrue a total of 180 points during the five-year validity period of the license. Additional requirements are described for license holders who do not have a master's degree and for holders of licenses who do not have a baccalaureate degree.

The *Virginia Licensure Renewal Manual* is intended to give the professional educator a choice of options for renewal as career needs change. These choices include the traditional routes of college credit and professional staff development activities; curriculum development, mentorship/supervision, and peer observation; educational travel, professional conferences, and educational projects; and publication of articles and books. Noncollege credit activities, previously sponsored by employing educational agencies, are now incorporated within each of the options, especially Option 10, Professional Development Activities.

The renewal process described in the manual is based on mutual trust between the license holder and an advisor. It is intended that this relationship be one of collaboration for the purpose of professional self-improvement. While advisor systems will vary among employing educational agencies, all designated advisors will be responsible for promoting quality renewal plans by confirming and assessing the proposed professional development activities suggested by the license holder. Inherent in this trust are nonevaluative discussions to ensure that the individual's professional growth occurs as intended for renewal. The advisor should provide assistance and resource information regarding renewal options that the individual may elect to include within his/her plan. The manual builds upon the conviction that all license holders are willing to be responsible for planning and completing professional development activities leading to their renewal.



One of the most vital qualities of all professionals is the commitment to continuous learning and growth in knowledge and skill. Regardless of the profession, dedicated professionals constantly seek new knowledge, practice new skills, and share their knowledge and skills with peers and associates. Educators who are committed to excellence participate in self-improvement activities that promote both individual and professional competence. The manual provides guidance for all license holders as they plan their personal growth within the profession. It describes a process for renewing Virginia's educators that is flexible, productive, and designed to meet the needs of the individual.

Employing educational agencies must recognize the validity of the ten options and are encouraged to provide opportunities for license holders to participate in all options for renewal.

Although the employing educational agency's staff development priorities should be considered, the license holder should be the primary determiner of which activities within the ten options will contribute most appropriately to his/her renewal plan.

An activity is used to accrue points under only one renewal option. For example, an educator who exchanges positions with another educator for an extended period of time (Option 9) and writes an article about the experience (Option 6) may not earn points for both options.

An activity should not be a routine employment responsibility. For example, someone whose job function is to observe teachers may not earn points through observations that are a standard part of employment duties.

Professional development activities, including course work, completed by Provisional License holders may not be credited toward license renewal.

Professional development points can only be accrued for professional development activities completed during the current validity period of the license.

Renewal Information and Procedures

Submission of all appropriate information is required for all individuals seeking renewal in Virginia. Please follow the guidelines listed below.

Employed In A Virginia Educational Agency

- Develop an individualized renewal plan based upon professional needs/goals and the employing educational agency's staff development priorities.
- Initiate an annual meeting with the advisor to review, amend and verify the individualized renewal plan and activities on the Individualized Renewal Record.
- Submit completed card to the advisor for signature after January 1 and before June 1 of the final year of the current validity period.
- With the advisor, submit the completed Individualized Renewal Record, appropriate verification of 180 renewal activity points, and the renewal fee to the chief executive officer or designee of the employing educational agency. The appropriate official at the educational agency will submit the request to the Department of Education, along with the fee for processing.

Not Employed In A Virginia Educational Agency

- Plan a program of professional development activities to accrue 180 renewal points consistent with options/requirements outlined in the Virginia Renewal Manual.
- Complete the Individualized Renewal Record Card, list the activities completed, and convert the activities to points. A Superintendent's or Advisor's signature is not required.
- Attach appropriate verification of 180 renewal activity points to the record card. Examples of acceptable documentation are listed in the manual (i.e., official student transcripts).
- Attach the renewal fee to the Individualized Renewal Record Card and the supporting verification. A personal check, cashier's check, or money order payable to the Virginia Department of Education must accompany the request.

Mail the complete packet after January 1 of the year the license expires to the Virginia Department of Education, Division of Teacher Education and Licensure, Post Office Box 2120, Richmond, VA 23218-2120.

Division Superintendent License

A division superintendent license holder may renew the license directly with the Department of Education. The renewal record card documenting the 180 points and the appropriate fee must be submitted to: Dr. Thomas A. Elliott, Assistant Superintendent for Teacher Education and Licensure, Division of Teacher Education and Licensure, Virginia Department of Education, Post Office Box 2120, Richmond, VA 23218-2120.

If a license holder is serving as a Virginia school division superintendent, the record card must be signed by the school board chair. A license holder employed in a Virginia educational agency must have the record card signed by the Division Superintendent or the Head of the nonpublic school. Verification of the successful completion of the 180 renewal activity points must be submitted with the renewal request for those individuals not currently employed in a Virginia educational agency. Division Superintendent license holders with additional licenses should request the renewal of those licenses with the renewal request of the Division Superintendent license. A single fee covers the renewal of all licenses. If you have any questions requesting the renewal of this license, please contact Dr. Thomas Elliott at (804) 371-2522.



Dr. Thomas A. Elliott
Assistant Superintendent for Teacher Education and Licensure

Virginia Licensure Regulations

8 VAC 20-21-100. Requirements for renewing a license.

A. The Division Superintendent, Postgraduate Professional, Collegiate Professional, Technical Professional, and Pupil Personnel Services Licenses may be renewed upon the completion of 180 professional development points within a five-year validity period based on an individualized professional development plan. Professional development points can be accrued by the completion of activities from one or more of the following options: college credit, professional conference, peer observation, educational travel, curriculum development, publication of article, publication of book, mentorship/supervision, educational project, and professional development activity.

B. A minimum of 90 points (three semester hours in a content area) in the license holder's endorsement area or areas shall be required of license holders without a master's degree and may be satisfied at the undergraduate (two-year or four-year institution) or graduate level. Special education course work designed to assist classroom teachers and other school personnel in working with students with disabilities, a course in gifted education, a course in educational technology, or a course in English as a second language may be completed to satisfy the content course requirement for one cycle of the renewal process. Professional development activities designed to support the Virginia Standards of Learning, Standards of Accreditation, and Assessments may be accepted in lieu of the content course for one renewal cycle. The substance of the activities must clearly support these initiatives and address one or more of the following areas: (i) new content knowledge to implement the Virginia Standards of Learning; (ii) curriculum development initiative designed to translate the standards from standards to classroom objectives; (iii) teaching beginning reading skills including phonemic awareness and the structure of language (phonics); (iv) staff development activities in assessment to assist classroom teachers in the utilization of test results to improve classroom instruction; and (v) professional development designed to implement the technology standards in the schools. Technical Professional License holders without baccalaureate degrees may satisfy the requirement through vocational education workshops, vocational education institutes, or through undergraduate course work at two-year or four-year institutions.

C. Content area courses are courses at the undergraduate level (two-year or four-year institution) or at the graduate level that will not duplicate previous courses taken in the humanities, history and social science, the sciences, mathematics, health and physical education, and the fine arts. These courses are usually available through the college or department of arts and sciences. License holders with elementary education, middle education, special education, or

reading endorsements must satisfy the 90-point requirement through content course work in one of the areas listed above. Courses available through the college's or institution's department of education may be used to satisfy the content requirement for those license holders with endorsements in health and physical education, vocational education, and library science education.

D. With prior approval of the division superintendent, the 90 points in a content area also may be satisfied through course work taken to obtain a new teaching endorsement or course work taken because of a particular need of a particular teacher.

E. The remaining 90 points may be accrued by activities drawn from one or more of the 10 options described in The Virginia Renewal Manual. Renewal work is designed to provide licensed personnel with opportunities for professional development relative to the grade levels or teaching fields to which they are assigned or for which they seek an added endorsement. Such professional development encompasses (i) responsible remediation of any area of an individual's knowledge or skills that fails to meet the standards of competency and (ii) responsible efforts to increase the individual's knowledge of new developments in his field and to respond to new curricular demands within the person's area of professional competence.

F. The proposed work toward renewal in certain options must be approved in advance by the chief executive officer or designee of the employing educational agency. Persons who are not employed by an educational agency may renew or reinstate their license by submitting to the Office of Professional Licensure, Department of Education, their individualized renewal record and verification of points, including official student transcripts of course work taken at an accredited two-year or four-year college or university.

G. Accrual of professional development points shall be determined by criteria set forth by the Virginia Department of Education.

H. Virginia school divisions and nonpublic schools will recommend renewal of licenses using the renewal point system.

There shall be complete reciprocity between employing educational agencies of the Commonwealth with respect to renewal points earned by the license holder.

Domains of Professional Competency

The substance or content of each renewal activity must be consistent with the license holder's goal(s) for professional development and must clearly fit one or more of six domains of professional competency in education. License holders should choose, and advisors should verify, only those activities whose substance is clearly included within one or more of the following domains of professional growth:

1. curriculum or subject(s) specifically related to one's assigned professional duties or responsibilities;
2. specialization area one serves or reasonably expects to serve; (examples of specialization areas include, but are not limited to, bilingual education, vocational education, career education, technology education, international education, or special education.)
3. concepts, principles, and methods of effective teaching, supervision, and administration; (Examples include, but are not limited to, classroom management, leadership skills, curriculum development, and administrative management.)
4. concepts and principles of physical, intellectual, psychological, social, and emotional development of children and youth;
5. concepts and principles of communication, learning, exceptionality, individuality, and cultural differences; (examples include, but are not limited to, oral and written communication, motivation, retention, and individual differences) and,
6. concepts and principles of effective relationships among schools, families, and communities.

Summary of the Ten Renewal Options

Each license holder is required to document the accrual of 180 professional development points during a five-year validity period. Points for renewal will be based upon activities drawn from the following ten options.

1. College Credit

Acceptable course work offers content that provides new information and is offered on-campus, off-campus, or through extension by any accredited two- or four-year college or university. Courses must be taken for credit, and the license holder must earn a passing grade or a “pass” in courses taken on a “pass” or “fail” basis.

A minimum of 90 points (three semester hours in a content area) in the license holder’s endorsement area or areas shall be required of license holders without a master’s degree and may be satisfied at the undergraduate (two-year or four-year institution) or graduate level. Special education course work designed to assist classroom teachers and other school personnel in working with students with disabilities, a course in gifted education, a course in educational technology, or a course in English as a second language may be completed to satisfy the content course requirement for one cycle of the renewal process. Professional development activities designed to support the Virginia Standards of Learning, Standards of Accreditation, and Assessments may be accepted in lieu of the content course for one renewal cycle. The substance of the activities must clearly support these initiatives and address one or more of the following areas: (i) new content knowledge to implement the Virginia Standards of Learning; (ii) curriculum development initiative designed to translate the standards from standards to classroom objectives; (iii) teaching beginning reading skills including phonemic awareness and the structure of language (phonics); (iv) staff development activities in assessment to assist classroom teachers in the utilization of test results to improve classroom instruction; and (v) professional development designed to implement the technology standards in the schools.

Content area courses are courses at the undergraduate level (two-year or four-year institution) or at the graduate level that will not duplicate previous courses taken in the humanities, history and social science, the sciences, mathematics, health and physical education, and the fine arts. These courses are usually available through the college or department of arts and sciences.

With prior approval of the division superintendent, the 90 points in a content area also may be satisfied through course work taken to obtain a new teaching endorsement or course work taken because of a particular needs of a particular teacher.

License holders with an endorsement and/or current teaching assignment in the areas of history and the social sciences may satisfy the content requirement by taking an academic content course in history or any of the related social science disciplines (geography, anthropology, psychology, political science, economics, and sociology). License holders in English may satisfy the content requirement by taking an academic content course in English, literature, journalism, theatre arts, and/or speech. A subject-specific endorsement requires course work in the academic content area indicated by the endorsement or a related subject area.

Likewise, license holders with an elementary endorsement may satisfy the requirement by taking an academic content course in English, social sciences, mathematics, sciences, fine arts, and/or health and physical education. Grade-level endorsement requires course work in the major academic content areas of the endorsement.

Technical Professional License holders without baccalaureate degrees may satisfy the requirement through vocational education workshops, vocational education institutes, or through undergraduate course work at two-year or four-year institutions. The remaining 90 points of the 180 total professional development points, if accrued within Option 1, may be taken from an accredited two- or four-year college or university through undergraduate course work within or outside of the license holder's endorsement area(s) that meet the criteria of the Domains of Professional Competency (page 7).

License holders with a master's degree may take undergraduate or graduate-level course work from an accredited two- or four-year college or university within or outside of the license holder's endorsement area(s) that meet the criteria of the Domains of Professional Competency (page 7).

- A. Maximum number of points - 180
- B. Point value assignment
 - 1) One semester hour = 30 points
 - 2) One quarter hour = 20 points
- C. Criteria
 - 1) Must be course work (3 semester hours) taken in the content area of the endorsement on the license and/or teaching assignment if the license holder does not have a master's degree.
 - 2) Course level determined by officials of the institution, documentation provided in the institution's graduate or undergraduate catalog.
 - 3) Must be earned at an accredited four-year college/university, two-year college; or must be earned at a vocational education workshop.

- 4) Must be taken for credit.
- 5) Must result in a passing grade or “pass” for courses taken on a “pass” or “fail” basis.
- 6) An official transcript must be submitted to the chief executive officer or designee of the employing educational agency.

D. Verification

- 1) Official transcript or official “student copy” of transcript (Grade reports are not accepted.)

E. Examples

- 1) ENG 565, Eighteenth Century and Romantic British Literature
- 2) CHE 512, Physical Chemistry for the Life Sciences
- 3) MAT 530, The History of Mathematics
- 4) SOC 650, Theories of Social and Institutional Change

2. *Professional Conference*

A professional conference is defined as any formal meeting, workshop, institute, or seminar of four or more hours which addresses educational concerns through objectives such as upgrading skills and knowledge, providing information, and/or providing motivating activities for educators or students.

A. Maximum number of points - 45

B. Point value assignment

- 1) Participation - 5 points per day
- 2) Presentation - 15 points per topic presentation

Points may be assigned for only one presentation on the same topic per validity period.

C. Criteria

- 1) Must be four or more hours in length.
- 2) Must include only time spent in those portions of the conference program that contribute to the participants’ professional knowledge, competence, performance, or effectiveness in education.
- 3) Must have prior approval from the chief executive officer or designee if the license holder is employed in a Virginia educational agency.

Prior approval for professional conference attendance is a commitment that professional development points will be awarded for the activity. If job-related

leave is being requested, the license holder must follow the guidelines in the personnel handbook of the employing educational agency.

- 4) May be local, regional, state, national, or international in scope.

D. Verification (one or more of the following)

- 1) Conference program
- 2) Letters of invitation, acceptance, and thank you
- 3) Employing educational agency approved leave request
- 4) Conference participants list
- 5) Certificate of attendance/completion

E. Examples

- 1) Instructional workshops or seminars sponsored by consulting groups or groups such as the Appalachian Educational Laboratory (AEL)
- 2) Conferences sponsored by professional organizations or the Department of Education
- 3) Principals' assessment center participation

3. *Peer Observation*

Peer observation is any systematic program of noting, analyzing, and discussing the activities of another professional in a similar area of responsibility. The observations must be planned, must focus on one or more predetermined aspects of instruction, and include follow-up activities such as discussion, critique, or application of what has been observed or analyzed. Peer observations should be designed to encourage assistance, modeling, and coaching while the license holder learns new skills or strategies. Points can be awarded to both the observer and the observed professional.

A. Maximum number of points - 45

B. Point value assignment - 5 points per observation session

C. Criteria

- 1) Must include a pre-observation discussion, the actual observation period, and a follow-up discussion.
- 2) Must include a minimum of 35 minutes per observation period.
- 3) Must have prior approval from the chief executive officer or designee if the license holder is employed in a Virginia educational agency.

Prior approval for peer observation is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the license holder must follow the guidelines in the personnel handbook of the employing educational agency.

D. Verification (one or more of the following)

- 1) Principal's/employing agency's participant list or observation schedule
- 2) Peer observation assignment list
- 3) Journal of observations

E. Examples

- 1) Peer observation program to demonstrate effective instructional skills
- 2) Peer observation program to demonstrate instructional techniques for exceptional students

4. *Educational Travel*

The purpose of educational travel shall be to allow the educator to acquire knowledge needed to implement existing curricula or develop new programs within the job assignment. A license holder shall submit to the advisor a written plan that explains the reason and nature of the study. The plan should be specific and include, if appropriate, a list of readings to be pursued.

Documentation of activities such as a travel itinerary, fellowship award, or exchange program letter of acceptance, etc., should be included in the plan. Subsequent to his/her return, the license holder shall submit a written summary to the advisor. Exhibits and/or products of the travel experience are to be shared with colleagues.

A. Maximum number of points - 45

B. Point value assignment - 15 points per three consecutive days

C. Criteria

- 1) Must be related to one's assigned responsibilities.
- 2) Must have prior approval from the chief executive officer or designee if the license holder is employed in a Virginia educational agency.

Prior approval for educational travel is a commitment that professional development points will be awarded for the activity. If job-related leave is being

Type or print in ink

Division of Teacher Education and Licensure
Virginia Department of Education
P.O. Box 2120
Richmond, Virginia 23218-2120

INDIVIDUALIZED RENEWAL RECORD

Name: Last	First	Middle	Renewal Year	Social Security No.
Home Address		City	State	Zip Code
Endorsement(s)			Highest Degree Earned	

Summary of Points Earned During the Past Five Years to be Credited Toward Renewal:

Option Maximum Points	1 (180)	2 (45)	3 (45)	4 (45)	5 (90)	6 (90)	7 (90)	8 (90)	9 (90)	10 (180)	Credit for All Options
Total Points											

Verification and Recommendation for License Renewal

Applicant's Signature	Date	Advisor's Signature	Date
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I recommend the renewal of the enclosed Virginia license and certify that the above-named license holder completed the listed activities and that these activities comply with Virginia's renewal regulations.

Superintendent's or Designee's Signature	Date	Division
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Exception to content course work requirement granted? _____ Yes _____ No
Reason: _____
Particular need of teacher _____ New teaching endorsement _____

Verification of Completed Activities			
Activity Points	Applicant Initials	Advisor Initials	Date
Option 1: College Credit (180)			
Course No./Title	College/Year Taken		
Option 2: Professional Conference (45)			
Conference Name	Dates Attended		
Option 3: Peer Observation (45)			
Person Observed	Dates Observed		

[illegible]

requested, the license holder must follow the guidelines in the personnel handbook of the employing educational agency.

- 3) Must be a minimum of three consecutive days.
- 4) Must include a written plan to demonstrate how the products, knowledge, or skills derived from the experience will be implemented in the curriculum or job assignments.
- 5) Must include a written summary, exhibits, and products of the travel experience.

D. Verification (one or more of the following)

- 1) Official leave statement
- 2) Notification of fellowship award
- 3) Written summary/journal of travel activities
- 4) Exhibit(s) or product(s) of travel experience

E. Examples

- 1) Study abroad
- 2) Exchange programs
- 3) Fellowship programs

5. *Curriculum Development*

Curriculum development is a group activity in which the license holder contributes to the improvement of the curricula of a school, a school division, or an educational institution. The license holder may accrue points within this option for time spent in preliminary planning and development or in completing materials for use by teachers and/or students. Credit shall be given for service as an official member of a division, state, national, or international panel or committee.

A. Maximum number of points - 90

B. Point assignment value - one point per clock hour

C. Criteria

- 1) Must be a minimum of five hours per activity. The five hours do not have to be consecutive.
- 2) Must have prior approval from the chief executive officer or designee if the license holder is employed in a Virginia educational agency.

Prior approval for curriculum development is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the license holder must follow the guidelines in the personnel handbook of the employing educational agency.

- 3) Must be coordinated by the employing educational agency or other state, national, or international educational agency or organization.

D. Verification (one or more of the following)

- 1) Employing educational agency's participant list
- 2) Curriculum guide
- 3) Committee assignment list

E. Examples

- 1) Development and/or revision of curriculum guides
- 2) Development of teaching strategies and/or supplemental materials
- 3) Integration of Standards of Learning objectives with basal series objectives and curriculum guides
- 4) Service on textbook adoption committee
- 5) Critique of textbook for publication

6. *Publication of Article*

Writing about one's professional research, experiences, perceptions, and beliefs can be a rewarding experience. The written narrative, article, or report should contribute to the effective practice of the profession and/or to the body of knowledge of the profession. Grant reports that present the results of educational research are acceptable within this option, provided the license holder had an active role in planning, analyzing, interpreting, demonstrating, disseminating, or evaluating the study or innovation.

A. Maximum number of points - 90

B. Point assignment value - 45 points per narrative, article, or report

In the event of multiple authorship, the 45 points shall be divided among the authors or investigators. In no instance shall more than 45 points be awarded for a single narrative, article, or report.

C. Criteria

- 1) Must be published in a professional journal or a publication sanctioned by the employing educational agency.

- 2) If a grant, it must be approved by the employing educational agency.
 - 3) Must contribute to the effective practice of the education profession and/or to the body of knowledge of the endorsement area(s).
- D. Verification (one or more of the following)
- 1) Copy of the published article
 - 2) Copy of the final grant report
 - 3) Publisher's letter of publication date
- E. Examples
- 1) Publication in a professional or content-area journal
 - 2) Publication in a magazine sponsored by the employing educational agency
 - 3) Report of educational research project results

7. *Publication of Book*

The writing of a book represents a substantial effort to bring significant experience(s) or new subject matter to an intended audience. Books assigned renewal credit should focus on concepts that augment new theories or practices applicable to the teaching profession. A book whose content increases the body of knowledge of literature, history, science, or other content area may also earn credit within this option.

- A. Maximum number of points - 90
- B. Point value assignment - 90 points per book
- In the event of multiple authorship, the 90 points shall be divided among the authors or editors. In no instance shall more than 90 points be awarded for a single book.
- C. Criteria
- 1) Must be published for purchase.
 - 2) Must contribute to the education profession and/or to the body of knowledge of the endorsement area(s).
 - 3) In the case of revision, should represent a substantive change of the original text.
- D. Verification (one or more of the following)
- 1) Copy of the published book
 - 2) Copyright for the completed work in the field of theatre, fine arts, or music
 - 3) Copyright for instructional program

E. Examples

- 1) Tales out of School, Patrick Welsh
- 2) When Past is Prologue: A History of Roanoke County, Deedie Kagey
- 3) Test Booklet ECCE ROMANI 2: Rome at Last, Cathy Daugherty
- 4) **T**eacher **E**xpectations and **S**tudent **A**chievement, Sam Kerman and Mary Martin

8. *Mentorship/Supervision*

Mentorship/Supervision is a process by which an experienced professional provides assistance to one or more persons for the purpose of improving their performance. Assistance may involve role modeling, direct instruction, demonstration, observation with feedback, development of plans, and informal contact. This option includes the supervision of field experiences of an undergraduate student aide, a pre-service student teacher, or an intern in an approved teacher/principal preparation program. The option may also include mentor programs designed as part of the induction process for the beginning teacher or first-year administrator.

A. Maximum number of points - 90

B. Point value assignment - one point per clock hour

C. Criteria

- 1) Must assist an undergraduate student aide, undergraduate or graduate intern, pre-service student teacher, beginning teacher, or beginning administrator.
- 2) Must have prior approval from the chief executive officer or designee.

Prior approval for mentorship/supervision is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the license holder must follow the guidelines in the personnel handbook of the employing educational agency.

- 3) Must be in conjunction with an approved teacher/principal preparation program, undergraduate/graduate degree program, or a clinical faculty/mentor program sponsored by the employing educational agency.

D. Verification (one or more of the following)

- 1) Participant list from college/university
- 2) Employing educational agency assignment list

E. Examples

- 1) Supervision of a student aide/student teacher in an approved teacher education program
- 2) Supervision of an intern in an approved principal preparation/graduate degree program
- 3) Assistance to a beginning teacher/beginning administrator during the first year of teaching/administration

9. Educational Project

An educational project is an option for the license holder to enhance the skills or advance the educational needs of the group being served. Activities within this option may include a broad range of programs: participation in a professional exchange program in which the license holder changes position with another educator for an extended period of time; participation in an alternative work-experience program (paid or volunteer) in which the license holder fulfills new professional responsibilities for a specified period of time; and participation in a program of independent study, provided that the license holder investigates a specific aspect of education, produces a written report or other tangible product, and evaluates the independent study and its product. Additional activities within this option may include institutional self-study projects, administrative review projects, and/or other activities for school improvement

A. Maximum number of points - 90

B. Point value assignment - one point per clock/contact hour

C. Criteria

- 1) Must be a minimum of five hours per activity. The five hours do not have to be consecutive.
- 2) Must have prior approval from the chief executive officer or designee if the license holder is employed in a Virginia educational agency.

Prior approval for an educational project is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the license holder must follow the guidelines in the personnel handbook of the employing educational agency.

- 3) Must result in a written report or other tangible product.

D. Verification (one or more of the following)

- 1) Acceptance for exchange program from college/university, or business
- 2) Written summary/journal of project activities

E. Examples

- 1) Exchange of assignments by an elementary reading specialist and a local public librarian
- 2) Sabbatical leave for a high school technology education teacher to work in auto assembly plant
- 3) Institutional self-study
- 4) Administrative review committee
- 5) Teaching of a course for a college/university or for an employing educational agency activity

10. Professional Development Activity

Staff development programs have become more sophisticated in recent years with the advent of needs assessment, program design, training, implementation, follow-up, and evaluation components being included in professional development activities. The research on effective staff development includes a large body of knowledge on adult learning that describes which types of programs will best meet the instructional, psychological, emotional, and physical needs of the participants. Quality staff development is sequential in nature and needs ongoing support and/or follow-up in-service programs.

Local employing educational agencies are encouraged to design staff development activities using teams of teachers, administrators, and central office personnel working in a collaborative effort to enhance professional performance and advance the goals of the employing educational agency. Noncollege credit activities previously sponsored by educational agencies are now included in several of the options, especially Option 10.

A. Maximum number of points - 180

B. Point value assignment - one point per clock/contact hour.

C. Criteria

- 1) Must be a minimum of five hours per activity. The five hours do not have to be consecutive.
- 2) Must have prior approval from the chief executive officer or designee if the license holder is employed in a Virginia educational agency.

Prior approval for employing educational agency professional development activity is a commitment that professional development points will be awarded for the activity. If job-related leave is being requested, the license holder must follow the guidelines in the personnel handbook of the employing agency.

D. Verification (one or more of the following)

- 1) Participants list from employing educational agency
- 2) Certificate of completion/attendance

E. Examples

- 1) Instructional skills programs, e.g., “Investment in Excellence” - Frederick County Public Schools; “The Skillful Teacher” - Fairfax County Public Schools; “Knowledge for Educating our Youth” (KEY) Program - Hanover County Public Schools
- 2) Teacher Expectations Student Achievement (TESA) programs
- 3) Classroom management staff development programs

License Holders in Special Situations

No Advisor Assigned

If an advisor has not been designated for the license holder, he/she should inform the chief executive officer or designee of the employing educational agency of the need for an advisor. The chief executive officer or designee must then assign an advisor to the license holder.

License Holders Employed in a Nonpublic School or Other Employing Educational Agency

If the person holds a current renewable Virginia license and wishes to maintain the validity of that license, he/she is subject to the renewal plan.

The chief executive officer or designee of a nonpublic employing educational agency or other employing educational agency must designate an advisor for each license holder.

License Holders Not Employed

License holders who are not employed must accrue 180 professional development points for renewal through the ten options outlined in this manual. The license holder's Individualized Renewal Record and supporting documentation should be submitted directly to the Division of Teacher Education and Licensure, Department of Education.

Reinstatement of Expired License

Under present Virginia regulations the license holder with an expired license may not be employed by a local public school division. The license holder should contact the chief executive officer or designee for assistance.

To reinstate an expired license the license holder must accrue 180 professional development points for renewal through the ten options outlined in this manual.

Persons Who Finish Renewal Activities Before the Fifth Year of the Validity Period

The Department of Education does not issue a renewable Virginia license for more than a five-year period. The license holder's Individualized Renewal Record and transcript, if applicable, should be submitted to the department during the fifth year of the validity period; the new license will not be issued until the year the license expires.

The Individualized Renewal Record should be submitted to the Division of Teacher Education and Licensure, Department of Education, after January 1 but before June 1 of the fifth year of the validity period.

Responsibilities of License Holder, Advisor, Employing Educational Agency, and Department of Education

Responsibilities of . . .

. . . License Holder

To complete the requirements for renewal, the license holder should annually plan and review his/her program of professional development activities in consultation with an advisor who has been designated by the employing educational agency. When the renewal activity has been completed, the license holder must supply reasonable documentation to the advisor. During the fifth year of the validity period, the license holder and advisor should submit the Individualized Renewal Record to the chief executive officer or designee of the employing educational agency.

The license holder is responsible for completing the following steps in order to accrue the 180 professional development points necessary for renewal during the five-year validity period of the certificate.

1. Develop an individualized renewal plan based on his/her professional need(s)/goal(s) and the employing educational agency's staff development priorities.
2. Initiate an annual meeting with the advisor, as necessary, to review, amend, and verify the individualized renewal plan and activities on the Individualized Renewal Record. The record should be completed and signed by the advisor after January 1 but before June 1 of the final year of the current validity period. (The license holder may amend the individualized renewal plan during the annual review or at any other appropriate time in consultation with the advisor.)
3. With the advisor, verify and submit the completed Individualized Renewal Record to the chief executive officer or designee of the employing educational agency to be forwarded to the Division of Teacher Education and Licensure. The completed Individualized Renewal Record, the official student copy of the college transcript, if applicable, and appropriate fee will be the only items required for submission to the Department of Education for renewal of an expired certificate. Other documentation should be maintained at the local school division level.

. . . Advisor

The advisor should be a colleague who assists and supports the license holder throughout the renewal process. Nonevaluative discussions must occur during this process in order to ensure that individual professional growth occurs as intended for renewal purposes. An advisor assigned to a license holder has the following responsibilities:

1. The advisor should know the requirements for renewal of a renewable Virginia license.
2. The advisor should review the license holder's individual renewal plan with the license holder on an annual basis or as necessary until the requirements for renewal have been satisfied. While the conference time may vary depending upon the needs of the license holder, a meeting with the advisor could be held in conjunction other conference sessions throughout the year.
3. The advisor should assist the license holder in completing his/her renewal plan by recommending activities that are consistent with the employing agency's staff development goals and the individual license holder's professional development goals.
4. The advisor should verify that the professional development activities have been completed and that the points accrued for the activity are consistent with the criteria of this manual. The advisor should not sign the renewal plan if a selected activity does not meet the criteria in one of the renewal options.
5. The program is built on the basis of trust; minimal paperwork is expected - reasonable documentation is all that is required if the advisor does not have personal knowledge of the activity.
6. The advisor should forward the license holder's completed and verified Individualized Renewal Record to the chief executive officer or designee.

. . . Employing Educational Agency

An employing educational agency has the following responsibilities in the renewal process for personnel with renewable Virginia certificates.

1. The chief executive officer or designee should assign an advisor for each employee holding a renewable Virginia license. The advisor may be a person other than the immediate supervisor of the license holder.

2. The chief executive officer or designee should distribute a copy of the Virginia Renewal Manual to each advisor. The chief executive officer or designee is the primary source of information concerning renewal requirements.
3. The chief executive officer or his/her designee of the employing educational agency should provide, publish, or post a listing of agency staff development activities that the license holder may choose to complete renewal requirements.

The chief executive officer or designee should strive to provide a variety of renewal options, within the resources of the agency, to ensure that the license holder has an opportunity to choose activities that are appropriate to his/her goals, needs, and learning styles.

4. The chief executive officer or designee should certify and forward the license holder's completed Individualized Renewal Record and fee to the Division of Teacher Education and Licensure, Department of Education, after January 1 but before June 1 of the fifth year of the license holder's current validity period.
5. The chief executive officer or designee must accept the renewal points accrued by a license holder upon receipt of his/her certified Individual Renewal Record from another employing educational agency within the Commonwealth.

. . . The Department of Education

The Department of Education has the following responsibilities in the renewal process:

1. The department will distribute copies of the Virginia Renewal Manual and the Individualized Renewal Record to the chief executive officer or designee of employing educational agencies as necessary to implement the Individualized Renewal Point System.
2. The Division of Teacher Education and Licensure, Department of Education, will issue a new five-year license, in accordance with the current licensure regulations, both to the license holder and to the employing educational agency upon receipt of the license holder's certified Individual Renewal Record.
3. The department will render a decision if disagreements concerning the approval of a renewal activity cannot be resolved at the employing educational agency level.

Resolution of Disagreement

Renewal is a state function. Complaints or disputes regarding approval of renewal work or application of such work toward renewal of licenses cannot be grieved within the meaning of the Virginia Code, Title —22.1, Chapter 15, Section 22.1-306. Such issues cannot be grieved under the grievance procedure prescribed by the Board of Education.

Disagreements regarding renewal activities for which points are awarded are subject to an informal review procedure as follows:

1. The license holder shall discuss the matter with his/her advisor and request reconsideration.
2. If the disagreement is not resolved, the license holder shall state in writing:
 - a) the action that prompted the request for review,
 - b) the names of the persons involved, and
 - c) the attempts that have been made to resolve the disagreement.

The license holder shall send this statement, with a copy of the renewal plan in question, to the chief executive officer or designee of the employing educational agency and request a decision. The agency shall then follow personnel review procedures established in that agency.

3. If the decision of the chief executive officer or designee does not resolve the disagreement, the documentation should be forwarded to the Division of Teacher Education and Licensure, Department of Education, for resolution.

Glossary

Advisor

A person designated by the chief executive officer or designee of the employing educational agency who assists the license holder in completing an Individualized Renewal Plan, verifies the completion of professional development activities and accrual of renewal points on the Individualized Renewal Record, and forwards the completed Individualized Renewal Record to the chief executive officer or designee.

Chief Executive Officer

The superintendent or person of final authority of a public employing educational agency, or the person of final authority in a private or other employing educational agency.

Conference

Any professional meeting, workshop, institute, or seminar of four or more hours in duration that addresses educational concerns.

Domain of Professional Competency

An area of professional competency within the license holder's field of knowledge.

Employing Educational Agency

An organization that employs personnel who are required by state regulations to be properly licensed; for nonpublic or other employing educational agencies, state licensure may be voluntary.

Endorsement Area

Specialty area in which an individual is authorized by the current licensure regulations to teach or to serve in an employing Virginia educational agency.

Individualized Renewal Plan

The document developed by the license holder and the advisor describing the options and/or activities to be completed during the five-year validity period in order to renew the license holder's license.

Individualized Renewal Record

The document certifying completion of the professional development activities necessary to renew the license holder's license.

In-service Education

A planned learning opportunity in which the license holder engages for the purpose of improving effectiveness or upgrading skills.

Internship

An on-site field experience, supervised by an experienced educational professional, as part of an approved teacher/principal preparation program to study the career assignment to which the intern may aspire.

License Holder

A person who holds a renewable Virginia Division Superintendent, Collegiate Professional, Postgraduate Professional, Vocational Education, or Pupil Personnel Services License.

Maximum Number of Points

The maximum number of points for an option that may be counted toward renewal during the validity period.

Mentorship

An induction process in which the chief executive officer or designee assigns an experienced professional to assist, counsel, and support a beginning teacher or administrator during the first year of employment in an area of responsibility.

Peer Observation

Any systematic program of noting, analyzing, and discussing the activities of another professional in a similar area of responsibility.

Point Value Assignment

The specified number of points awarded for completing a given activity listed under the option.

Renewable License

A Division Superintendent, Collegiate Professional, Postgraduate Professional, Vocational Education, or Pupil Personnel Services license that is valid for a period of five years.

Validity Period

The five-year period from the date of issue of a renewable license.

Notes



*The Virginia Department of Education does not unlawfully discriminate
on the basis of sex, race, color, religion, disabilities, or national origin
in employment or in its educational programs and activities.*